

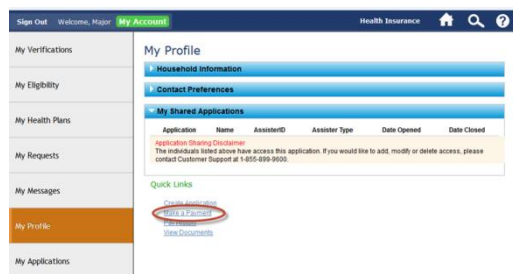
# Premium Processing – Pay by Credit Card – Quick-Reference Guide

## Pay by Credit Card

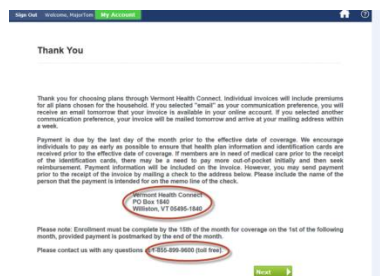
### To make a payment using a Credit Card:

Please note that customers will incur a fee of 2.5% for credit card payments.

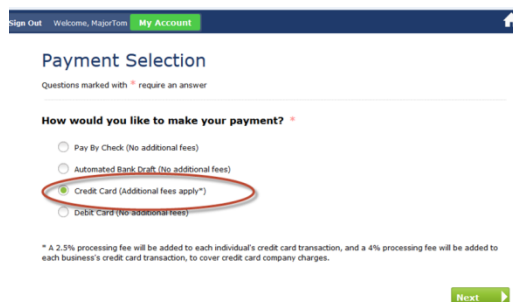
1. Access **My Account – My Profile**.  
If there is a partial payment pending, that payment must be made first. The current premium may then be paid as a second transaction.
2. Select the **Make a Payment** hyperlink.



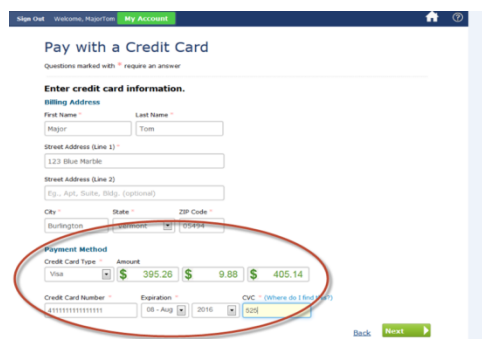
3. After selecting the **Make a Payment** hyperlink, the **Thank You** screen appears.



4. Click the green **Next** button to continue.
5. To pay by credit card, on the **Payment Selection** screen, click the **Credit Card** option.

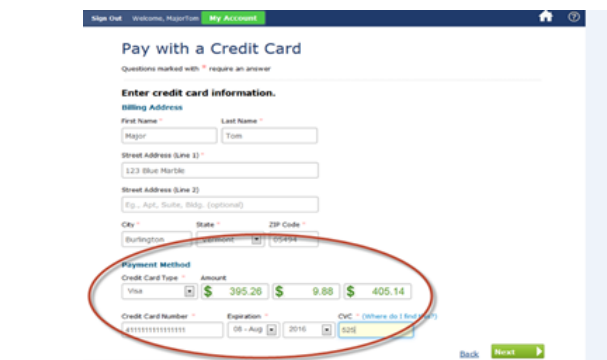


6. Click **Next** to continue.
7. The **Pay with a Credit Card** screen then appears.

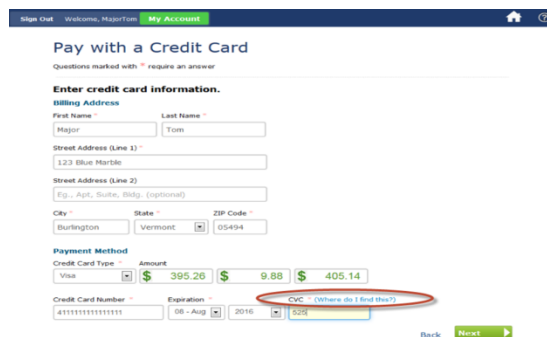


**Note:** Questions marked with an asterisk ( \* ) require an answer.

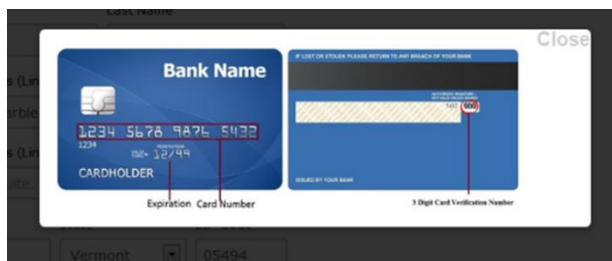
8. **Enter credit card information** including; First and Last Name of credit card holder and Billing Address.
9. Enter **Payment Method** information including; Credit Card Type, Amount, Fee, Total, Credit Card Number, Expiration and CVC security code.



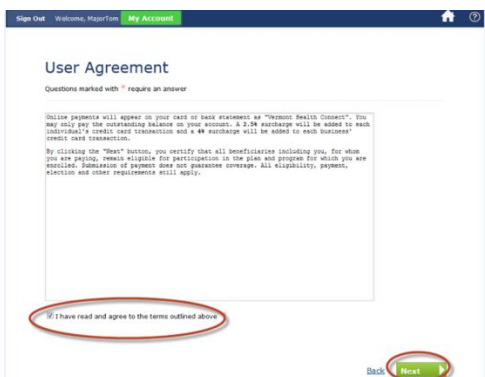
10. Click **Next** to continue.
11. The **Pay with a Credit Card** screen also provides a feature to help customers locate their CVC credit card security code number.
12. Select the CVC field (**Where do I find this?**) hyperlink.



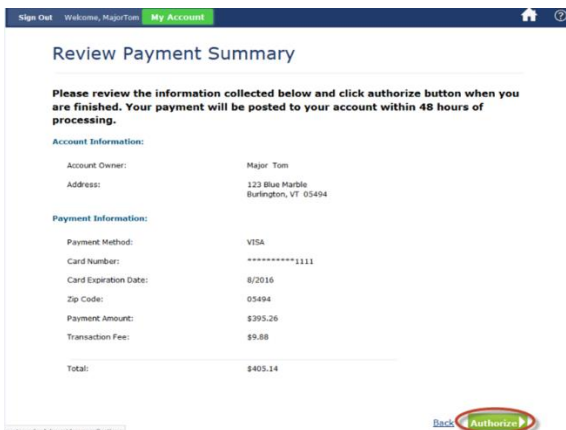
13. The screen displays examples of a credit card Expiration, Card Number and 3 Digit Card Verification Number.



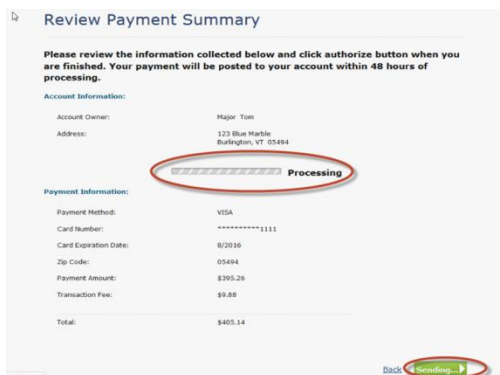
14. Click **Close** to continue.
15. Click **Next** to continue.
16. After entering all required credit card information, the **User Agreement** screen displays. Read the agreement and select the box located at the bottom of the screen to agree to the terms.



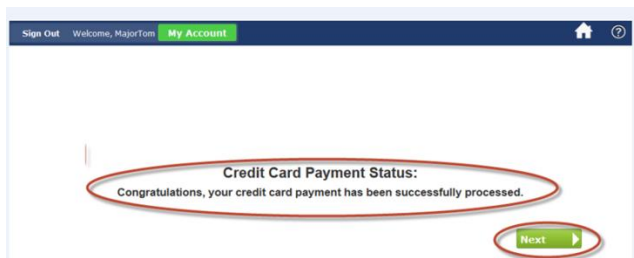
17. Click **Next** to continue.
18. The **Review Payment Summary** screen displays.
19. After reviewing the payment information, click **Authorize** to process credit card.



20. A message will display indicating that the credit card transaction data is **Processing**, and then **Sending**. When this happens, authorized payment information is sent to the Premium Processor.



21. A **Credit Card Payment Status** message appears when the credit card transaction has successfully processed.



22. Click **Next** to continue.
23. The **Thank You** screen appears and notifies the customer that no outstanding premium payments exist.

